Policy Rationale

The Language Literacy and Numeracy Program (LLNP) is a program whereby eligible clients may access up to 800 hours of training within a two (2) year period. Majority of training occurs in 160 hour blocks. There are no restrictions on withdrawals and re-commencements however previous attendance, progress and attitude is taken into account.

Policy Aims

To respond effectively, efficiently and equitably to referrals from Centrelink and Job Network Providers; develop in consultation with client Individual Training Plans [ITP] and accurately record all pre-training assessment measures and Training outcomes associated with the implementation of each ITP and forward such information to BRACE as and when required.

Procedure - Referrals

Referrals are initiated by Centrelink and/or Job Network Providers. The referral advice form is completed by the agency and the referral is placed on the LLNPIS-II system. LLNPIS-II is operated by DEST and is the controlling system for all LLNP. A copy of the referral advice is then forwarded to CCAE. A client must contact CCAE within ten (10) working days of the referral to arrange an interview and an assessment.

Procedure – Pre-Training Assessment

Once the client has contacted CCAE a suitable time for a pre-training assessment is made. At the initial contact it is prudent to gain some insight into the educational background of the client as this will determine the level of the assessment tool to be used. In general if a client has Year 9 or higher the Level 1 – 3 Assessment Kit is used, if Year 9 or lower then the Introductory Assessment Kit is used. Copies of both Kits are available upon request.

The Kit is designed to test abilities across the five (5) macro skills – reading, writing, numeracy, oral communication and Training strategies. Assessments are graded according to the NRS and then mapped across to the CGEA to determine the Level that they would be best suited for.

At the assessment a DEST privacy notice must be completed with a copy given to the client and the original placed in the client’s file. A copy of this privacy notice is attached.

A pre-training coversheet is used to report on the level of competency of the client in each macro area. Once competed this is placed in the client’s file. A copy of this coversheet is attached.

Within five (5) working days of the assessment we must:

• Enter the results in LLNPIS –II and indicate whether the client is recommended for training, the type of training and the training focus
• The assessment results are discussed with the client
• A client’s verification portfolio is set up that includes all original documentation, that is, if training has been recommended.
• If a client fails to attend for assessment they must be entered on LLNPIS-II as a “no show”

Procedure – Individual Training Plan [ITP]

The ITP is generated by LLNPIS-II with input from the LLNP Co-ordinator. This outlines the tailored training that the client is to receive and compiles a record of the client’s progress in their training. The ITP sets out all the agreed Training outcomes for one block of training hours.

The ITP uses the pre-training assessment results and the co-ordinator inputs on the system specific details such as

• Type of accredited training
• Agreed Training outcomes
• Client’s training load
• Days and times of training per week
• Commencement and completion dates
• Assessors comments on employability attributes, qualities and characteristics
Client’s progress in regard to achievement of Training outcomes must be updated on LLNPIS-II and evidence of that achievement must be filed in the client portfolio.

The expectation is that within one (1) Training Block the client must achieve at least one NRS indicator from any two of the macro skills.

On completion of a Training Block, or a client’s withdrawal or termination a Block Exit Statement must be produced. The BES contains information on attendance, ITP updates, Training outcomes achieved, client status on exit, the reason for exit if known.

**Procedure – Small Group Training**

Some clients need intense tuition and this is allowed for in small group training. Here the above procedure is followed however the small-group cannot be any more than five (5) students with the one (1) teacher. Also they are only allowed 60 hours of small-group training within an 800 hour allotment, that is, fifteen (15) hours in any 160 hour block. One hour of SGT is the equivalent of three (3) hours of normal training.

**Evaluation**

This policy will be reviewed bi-annually.